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Financial Services

**AIR RESERVE PAY AND ALLOWANCES
(AFRC/DCS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 65-1, *Management of Financial Services*. It establishes a policy to provide uniform procedures for Inactive Duty Training (IDT) and Active Duty Training (ADT). It provides guidance for commanders authorizing IDT and active duty and for officials certifying that the duty was completed. It applies to all reserve units assigned or attached to the 911 Airlift Wing.

SUMMARY OF REVISIONS

This instruction updates the ADT procedures, paragraph **3.1**, **3.2.1**. A “[” indicates revised material since the last edition.

1. Responsibilities: The unit commander is the responsible authorizing official for all IDT. This responsibility may be delegated, in writing DD Form 577, Signature Card, to a specific officer or civilian member of the activity. If the authorizing officials for the unit are not available, IDT can only be authorized by the Wing or Group Commander.

2. IDT Procedures: All reserve units will use Unit Training Assembly Processing System (UTAPS) for IDT.

2.1. Monthly IDT: Upon completion of the regular monthly IDT, each unit will export to the U6000 FM file server an encrypted file containing the IDT export, no later than 1300 hours on Monday following the IDT. In the event that you cannot export to the U6000 file server an encrypted disk containing the export may be hand carried or e-mailed as an attachment to the Military Pay office.

2.2. Rescheduled IDT: Upon completion of rescheduled IDTs, each unit will export to the U6000 FM file server an encrypted file containing the rescheduled IDT export no later than 1300 hours on the following work day. In the event that you cannot export to the U6000 file server an encrypted disk containing the export may be hand carried or e-mailed as an attachment to the Military Pay office.

3. ADT Procedures: AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, and DD Form 1351-2, Travel Voucher or Subvoucher, will be submitted no later than five workdays after completion of the tour of duty to FMFPM.

3.1. Will not commute: One copy of the certified order for military pay will be attached to the front of the completed travel voucher, and three copies of the certified order will be attached to the back of the travel voucher, along with any other required travel documentation.

3.2. Will commute members claiming mileage only: One original and one copy of the certified order will be submitted each to military pay and travel (total of two originals and two copies). Travel voucher is not required.

3.2.1. If the variable tour is used, an additional copy of the certified order must be attached to the travel voucher.

4. Members who have not received military pay for any duty performed within two weeks after submitting documentation should contact the Military Pay office for resolution of the problem.

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